

~~C-O-N-F-I-D-E-N-T-I-A-L~~

23 October 1963

OFFICE OF PERSONNEL MEMORANDUM NO. 20-1-1

SUBJECT: Delegation of Authority

This memorandum summarizes delegation to subordinate officials of certain authorities vested in the Director of Personnel and his Deputy. These authorities may not be further delegated by the officers designated below.

- 25X1 1. Authority to Execute Agreements and Contracts Under Provisions of
[REDACTED]
Special Contracting Officer (Chief, Contract Personnel Division)
Alternate Special Contracting Officer (Deputy Chief, Contract Personnel Division)
- 25X1 2. Approve Educational Allowances for Contract Personnel. Grant Equalization
[REDACTED]
Chief, Contract Personnel Division
3. Authority to Approve Invitee and Appointee Travel Orders and Vouchers
Executive Assistant to the Director of Personnel
Chief, Personnel Operations Division
Deputy Chief, Personnel Operations Division
4. Authority to Approve Travel Orders or Other Obligations of Expenditures Chargeable to the Recruitment Program
Executive Assistant to the Director of Personnel
Chief, Personnel Recruitment Division
Deputy Chief, Personnel Recruitment Division
Chief, Professional Branch, Personnel Recruitment Division
5. Authority to Approve Travel Orders for Disqualified Appointees

25X1

Executive Assistant to the Director of Personnel

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Group I Excluded from
Automatic Downgrading and
Declassification.

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- 25X1
6. Authority to Approve Claims [redacted] (Employees Compensation and Overseas Medical Benefits)

Executive Assistant to the Director of Personnel
Chief, Benefits and Services Division
Deputy Chief, Benefits and Services Division

7. Authority to Certify Availability of Funds

Executive Assistant to the Director of Personnel
Chief, Administrative Staff
Budget Officer

- 25X1
8. Authority to Request Space Alterations, Repairs and Other Services Described [redacted]

Executive Assistant to the Director of Personnel
Chief, Administrative Staff

9. Authority to Request Minor Maintenance Services

Executive Assistant to the Director of Personnel
Chief, Administrative Staff
Administrative Assistant

10. Authority to Approve Requisitions for All Types of Printing and Reproduction

Executive Assistant to the Director of Personnel

11. Authority to Approve Routine Requisitions for Printing and Reproduction and to Certify as to the Availability of Funds for Such Purposes

Executive Assistant to the Director of Personnel
Chief, Administrative Staff
Records Administration Officer
Special Projects Officer
Budget Officer



Emmett D. Echols
Director of Personnel

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